

ATTENDANCE POLICY (Approved April 2013)

The Rockwell Charter High School Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. As a Board and as Administration, the plea is to communicate with the school.

Students will be permitted four block periods of absence in each class, per term of the school year. A block period is a single class period. It is the student's responsibility to make up work missed for an excused absence as per individual teacher or policy. After the fourth absence, no credit for work will be given for absences, whether excused or unexcused.

A student is considered tardy if they are up to 10 minutes late to a scheduled class. After 10 minutes, it becomes an absence due to tardy, which is an unexcused absence. 3 tardies in one class = 1 unexcused absence for that class.

The following absences will not count against the fourth block absences allowed provided the school is properly notified:

Medical: a doctor's medical excuse is required for any absence or chronic illness over two days. The doctor's excuse must be submitted within the same time frame as the parent excuse [3 days upon return to school]. For medical absences of two days or less, a parent must call in and excuse the absence within three days of return to school. If a parent does not call in within three days, the absence will be counted as part of the permitted three block period absences. Questions in regards to being sick beyond the 2 days, please notify the Rockwell Administration.

Death or Grave Illness of an Immediate Family Member, including parents, siblings, grandparents, uncles, aunts, cousins, and close friends and/or neighbors or any individual the student has a particularly close relationship. The death of a beloved personal or family pet would also be considered.

Absence from Class due to Counseling or Office Business: documentation will be provided to students by Counseling or the Office to reenter classes.

Pre-Arranged Absences: Special requests for extended absences, 3 days or more, should be submitted in writing to the office/administration at least **3 days** prior to the dates requested for an extended absence to be approved. To qualify for these absences a student:

-Must have a prearranged absence form signed by parents, teachers, and administration, and filed in the office prior to leaving.

School Related Absences: Participation in sports/school-sponsored activities requires attendance to all classes. Students who have accumulated more than 4 block absences in any class during any quarter (not counting absences resulting from participation in the school sponsored activity) will not be allowed an early dismissal from school for school-sponsored activities. Students who have a NG due to absences will not be allowed to participate in extra curricular activities (until the absences are made up).

Steps to take following an absence: Parents should notify the school when students will miss school for any reason via email, phone call, or by note or personal contact at the office. Students or parents have three days to clear any absences not immediately clarified with Doctor's note or through other means. All such efforts should be handled within three (3) days of the absence.

Truancy: If a student leaves school without checking out through the front office, they will be considered truant and subject to disciplinary action. Students will be considered truant, whether on and off campus, if they are not in their designated class at scheduled times. 9th through 12th graders are allowed to go off campus during lunch; however, 7th and 8th graders are considered truant if off campus without parents checking them out at lunch or at any other time during the day.